

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 31-20**

1 OCTOBER 2001

Security Forces

CORRECTIONS PROGRAM (WING)

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This checklist reflects command requirements for Corrections Program offices to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references and add commander and supervisor responsibilities. A bar (|) indicates a revision from previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, executive orders, DoD directives, or safety guidelines; which if not complied with, could result in significant legal liabilities, penalties, or mission impact. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function. The IG will inspect all critical items on AFSPC checklist. In addition, the IG will work with the functional staff prior to a major inspection to identify non-critical items that should be inspected at a particular unit.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See [Attachment 1](#).

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Director of Security Forces

Attachment 1

CORRECTIONS PROGRAM (WING)

Table A1.1. Checklist.

MISSION STATEMENT: To provide quality confinement and rehabilitation services for pre-trial and courts-martial prisoners			
<i>NOTE:</i> All references are from AFI 31-205, unless otherwise stated			
1. PROGRAM PURPOSE, GUIDELINES, AND RESPONSIBILITIES			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the corrections staff know and adhere to use-of-force policies established in applicable DoD and Air Force directives? (para 1.3.13.3.)			
1.1.2. Has a Memorandum of Agreement, (MOA), been completed when civilian or other military service facilities are used? An MOA is mandatory for each Army facility. (para 1.2.2.2.)			
1.1.3. Does the installation Commander maintain capability to house inmates up to 120 days? (para 1.3.9.)			
1.1.4. Does local training for corrections staff consist of policies and use of weapons and special restraint devices unique to the confinement facility? (para 1.3.13.3.)			
2. ORGANIZATION, STAFFING, AND CONFINEMENT STAFF TRAINING			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the confinement facility have a detailed suicide prevention plan that addresses training, identification/screening, communication, intervention, reporting, follow-up, and review? (para 2.3.1.8)			
2.1.2. Has the correction officer ensured a comprehensive education and training program on the management of HIV positive prisoners is available for corrections staff and prisoners? (para 2.4.)			
2.1.3. Does the management of HIV positive prisoners training include measures to protect against HIV transmission? (para 2.4.1.)			
2.1.4. Does the management of HIV positive prisoners training for corrections staff members include: (para 2.4.2.)			
2.1.4.1. Apprehension and search?			
2.1.4.2. Cardio-Pulmonary Resuscitation, first aid procedures, and disposal of contaminated materials?			
2.1.4.3. Evidence and property handling?			
2.1.4.4. Transporting prisoners?			
2.1.4.5. Decontaminating cells and other spaces?			

2.1.4.6. Disposal of contaminated materials?			
2.1.5. Upon in-processing, do prisoners receive training on the following items dealing with the management of HIV positive prisoners? (para 2.4.3.)			
2.1.5.1. Risk factors?			
2.1.5.2. Procedures for potentially contaminated material (razors, needles, blood-ied clothing, etc.)			
2.1.5.3. First aid procedures?			
2.1.6. Are all participants in incidents which could result in transmission of an infectious disease, i.e., sexual contact, tattooing, intravenous drug use, or body-fluid-to-body-fluid transfer, automatically required to be HIV tested? <i>NOTE:</i> Required unless all participants are HIV positive. (para 2.6.3.)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Does the correction officer schedule all HIV negative prisoners annually for HIV testing? (para 2.6.)			
2.2.2. Are corrections staff members: (para 2.2.1. & 2.2.2.)			
2.2.2.1. E-4 or above with at least a 5-skill level?			
2.2.2.2. Mature and emotionally stable?			
2.2.3. Are training records maintained on all corrections staff members? (para 2.3.)			
3. RECORDS AND REPORTS			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Has the correction officer established procedures to protect the rights of victims and witnesses who elect to participate in the Victim/Witness Assistance Program notification process? (para 3.2.)			
3.1.2. Are appropriate state authorities notified in all cases involving the release from confinement of prisoners convicted of sexually violent offenses and offenses against victims who were minors (persons under the age of 16)? (para 3.2.6.4.)			
3.1.3. In a case involving the release of sex offender, does the corrections officer inform the inmate, prior to release, that he or she will be subject to a registration requirement as a sex offender in any State or Territory in which he/she resides, is employed, carries on a vacation, or is a student? (para 3.2.6.5.1.)			
3.1.4. Are victims and witnesses notified by telephone as soon as possible after discovery of an escape by an adjudged prisoner? (para 3.2.6.6.)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A

3.2.1. Are all corrections staff members trained in corrections and fully oriented on the missions, objectives and governing instructions prior to assuming duties? (para 3.1.)			
3.2.2. Are prisoner records maintained IAW AFI 37-139? (para 3.1)			
3.2.3. Do you comply with DOD 5400.7/AF Supplement, FOIA Program, and AFI 37-132, AF Privacy Act Program, prior to release or denial of inmate records in response to FOIA an PA requests? (para 3.1.1.)			
3.2.4. Is the identity of a crime victim or witness kept from being disclosed from the inmate or any unauthorized third party, as determined by the VWAP Monitor? (para 3.2.2.)			
3.2.5. Does the Victim/Witness Coordinator maintain a separate adjunct Victim/Witness Notification Record by individual name of each victim or witness? (para 3.2.4.)			
3.2.6. Are Victim and Witness Records/Package and file victim and witness records, packaged as follows: (para 3.2.5.) 3.2.6.1. The VWAP Monitor will seal the files in a separate envelope and marks it as victim/witness files? 3.2.6.2. The envelope is clearly labeled "EXEMPT from Freedom of Information Act and Privacy Act Release." The envelope will be kept with the CTF.			
3.2.7. Is the Victim/Witness file envelope kept with the correctional treatment file? (para 3.2.5.2.)			
3.2.8. Is the DD Form 2705, Victim/Witness Notification of Inmate Status, used to make victim and witness notifications of any changes in a prisoner's confinement status? (para 3.2.6.)			
3.2.9. Are Victim/Witness Notifications made at least 45 days prior to a specific action via certified mail, with return receipt requested? (para 3.2.6.)			
3.2.10. Are victims and witnesses notified at least 45 days in advance (or as soon as known) of clemency and parole hearings held by the appropriate military service clemency and parole board? (para 3.2.6.2.)			
3.2.11. When an inmate is scheduled to be released, are victims and witnesses notified, using the DD Form 2705, of the date, method of release and destination (city and state)? <i>NOTE:</i> In parole cases, provide the parole officer's name and telephone number. (para 3.2.6.3.)			
3.2.12. In a case involving release of a convicted sex offender, is the inmate required to sign a "Inmate's Acknowledgment of Sex Offender Registration Form" which includes the address at which he or she will reside upon release from confinement? (para 3.2.6.5.1.1.)			
3.2.13. In a case involving release of a convicted sex offender, does a corrections staff member witness the inmate's signature on the Inmate's Acknowledgment of Sex Offender Registration Form? (para 3.2.6.5.1.1.)			

3.2.14. In a case involving release of a convicted sex offender, is one copy of the released inmate's acknowledgment form filed in his or her corrections treatment file, another copy in the facility files, a third copy provided to the inmate, and the original forwarded for placement and permanent retention in the inmate's Personnel Records? (para 3.2.6.5.1.2.)			
3.2.15. In a case involving release of a convicted sex offender, are copies of DD Form 2791, Notice of Release of Military Offender Convicted of Sex Offense, completed and mailed separately, at least two weeks prior to the inmate's final release from confinement to the following officials: (para 3.2.6.5.2.) 3.2.15.1. State Law Enforcement of the State or territory in which the inmate will reside? 3.2.15.2. Local Law Enforcement of the jurisdiction in which the inmate will reside? 3.2.15.3. State Sex Offender Registration Official for the State or territory in which the inmate will reside?			
3.2.16. In a case involving release of a convicted sex offender on parole, is the supervising U.S. Probation Officer provided a copy of the inmate's written acknowledgment and copies of the three DD Forms 2791? (para 3.2.6.5.3.)			
3.2.17. Are victims and witnesses notified by telephone upon the return of an inmate to confinement following escape? (para 3.2.6.6.)			
3.2.18. Are victims and witnesses notified when an inmate is transferred to another facility? (para 3.2.6.7.)			
3.2.19. Are victims and witnesses notified before a inmate's release on Emergency Home Parole? (para 3.2.6.8.)			
3.2.20. Are victims and witnesses notified within 10 days of an inmate's death? (para 3.2.6.9.)			
3.2.21. Is a monthly Victim/Witness Status Report sent to HQ AFSFC/SFC providing a list of inmates, grouped by service, for whom a DD Form 2705 was generated? (para 3.2.10.)			
3.2.22. Does the monthly Victim/Witness Status Report include the following data for each inmate: (para 3.2.10.)			
3.2.22.1. Branch of service?			
3.2.22.2. Social Security Number?			
3.2.22.3. Date entered into program?			
3.2.22.4. Minimum Release Date and Parole Eligibility Date?			

3.2.22.5. Number of status changes and number of notification letters (DD Form 2705) sent per inmate and reason for status changes?			
3.2.22.6. Information regarding any inability to contact a victim or witness?			
3.2.23. Has the corrections officer established internal controls to keep information submitted by victims and witnesses confidential and prevent unauthorized access to associated files? (para 3.2.12.)			
3.2.24. Is the Confinement Victim/Witness Assistance Program included in facility operating instructions? (para 3.2.12.)			
3.2.25. Does the corrections officer send an Annual Confinement Report to AFSPC/SF by 15 January every year? (para 3.3.)			
3.2.26. Does the corrections officer or NCOIC report any serious or significant incidents in accordance with OPREP-3 reporting requirements? (para 3.5.)			
4. FACILITIES AND EQUIPMENT			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Does the design of the corrections facility include: (para 4.2.)			
4.1.1.1. Segregation cells located so physical contact with non-segregated and other segregated inmates is impossible and to minimize the possibility of escape and self inflicted injury?			
4.1.1.2. Division of inmates by status, custody grade, sex, and officer and enlisted?			
4.1.1.3. Provisions for reasonable comfort consistent with good order and discipline?			
4.1.1.4. Distinctive administrative areas separate from security functions?			
4.1.1.5. Secure storage space for personal property?			
4.1.1.6. Health and comfort item storage area?			
4.1.1.7. Secure janitorial supply storage area?			
4.1.1.8. A visiting area with controlled entry and exit that allows for private conversation and has storage space for visitors' personal property; e.g., coats, handbags, etc.?			
4.1.1.9. Day rooms with space for reading, writing, and table games?			

4.1.2. Has the corrections officer ensured the following security, safety, and comfort measures exist in their corrections facilities? (para 4.3.)			
4.1.2.1. Barriers to control public entry into inmate areas and to prevent inmate escape?			
4.1.2.2. When possible, use Closed Circuit Television (CCTV) for internal and external control?			
4.1.2.3. Internal and external lighting meeting the requirements of paragraph 4.3.3.?			
4.1.2.4. Indoor temperature controls?			
4.1.2.5. Air circulation meeting the requirements of paragraph 4.3.5.?			
4.1.2.6. Noise levels which do not exceed 70 dBA (A scale) in the daytime and 45 dBA (A scale) at night?			
4.1.2.7. Simple locking devices? <i>NOTE:</i> Not padlocks.			
4.1.2.8. Conventional porcelain toilets and sinks in standard cells or areas and metal, round-edged combination toilets and sinks in segregation cells?			
4.1.3. Are fences used as a facility boundary a minimum of 7 foot high with the fence fabric secured at the bottom, with three-strand barbed wire mounted on an inward 45-degree angle at the top of the fence? (para 4.3.1.)			
4.1.4. Has the corrections officer ensured enforcement of the following prohibitions during both the design and operation of the confinement facility: (para 4.4.)			
4.1.4.1. Facilities are not located next to childcare operations or facilities which dispense, sell, or store alcoholic beverages?			
4.1.4.2. Fences or wires are not electrically charged?			
4.1.4.3. Non-inmates are not housed in the facility?			
4.1.4.4. Temporary inmates are not allowed to have contact with military inmates?			
4.1.4.5. Visiting areas are not divided by any type of barrier?			
4.1.4.6. "Black-out" cells are not used?			
4.1.4.7. Inmates are not guarded with canine teams?			

4.1.4.8. Chemicals other than riot control agents are not used?			
4.1.4.9. Firearms are not used to guard inmates, except under escort?			
4.1.4.10. Restraining devices, such as leg irons, are not used during inmate employment to create a “chain-gang”?			
4.1.4.11. Inmates are not secured to fixed objects, except in emergencies, or when specifically approved by the corrections officer?			
4.1.5. Does each cell or area have at least one sleeping surface consisting of a mattress at least 12 inches off the floor (per inmate); a writing surface and proximate area to sit (if inmate is inside more than 10 hours per day); a storage space for personal items; and a place to suspend clothes? (para 4.6.)			
4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Has the corrections officer ensured space is available for inmate housing, recreation, administration, and education? (para 4.2.)			
4.2.2. Is there a minimum ratio of one toilet for every 12 males and one toilet for every eight females available on a 24-hour basis? (para 4.3.8.1.)			
4.2.3. Do dormitory type facilities capable of housing three or more inmates have a minimum of two toilets? (para 4.3.8.2.)			
4.2.4. Is there a ratio of one sink for every 6 inmates? (para 4.3.8.3.)			
4.2.5. Is there a ratio of one shower stall for every 8 inmates? (para 4.3.8.4.)			
4.2.6. Do showers have concealed and tamper-proof supply fittings, surface mounted fixed prison type showerhead, and tamper-proof hot and cold water valves? (para 4.3.8.4.)			
4.2.7. Is shower water thermostatically controlled between the temperatures of 100 and 120 degrees Fahrenheit? (para 4.3.8.4.)			
4.2.8. Does dormitory space for inmates provide for separation and supervision? (para 4.5.)			
4.2.9. For facilities built prior to 1 Jan 97, is the space allotment designed on the basis of 72 square feet per inmate? (para 4.5.1.)			
4.2.10. When conditions prevent the use of standard space allocation during temporary periods of increased inmate population, is 50 square feet per inmate provided? (para 4.5.2.)			
4.2.11. Has the MAJCOM Commander approved requests for operations under the reduced space allocation rule for up to 60 days? (para 4.5.2.)			
4.2.12. Has HQ AFSFC/SFC approved requests for operations under the emergency minimum space allocation rule for any period over 60 days? (para 4.5.2.)			
4.2.13. Is the minimum inside measurements of individual cells or rooms or for cells that are used for segregation of inmates 8’ long, 6’ wide, and 8’ high? (para 4.5.3.)			

4.2.14. If any cell or room does not meet the minimum space allocation requirement, has it been inspected and certified as acceptable for confinement by a medical doctor or physician assistant? (para 4.5.3.)			
4.2.15. For facilities built after 1 Jan 97, is each inmate provided in individual cells and open bays a minimum 35 square feet of space, unencumbered by furnishing or fixtures, with a minimum 8' floor to ceiling distance? (4.5.4.)			
4.2.16. When confinement exceeds 10 hours per day, is at least 80 square feet of floor space provided per occupant? <i>NOTE:</i> Does not include normal sleep time. (para 4.5.5.)			
4.2.17. Do day rooms and recreation rooms provide a minimum of 35 square feet per inmate allowed to use the room at one time? (para 4.5.6.)			
4.2.18. Do all day rooms and recreation rooms contain a minimum of 100 square feet? (para 4.5.6.)			
4.2.19. Are sufficient furnishings, consistent with inmate custody levels, provided in day rooms for every occupant using it at one time? (para 4.6.)			
4.2.20. Does the corrections facility provide the following equipment: (para 4.7.)			
4.2.20.1. Office equipment to support the administrative function?			
4.2.20.2. Janitorial supplies for use in the facility and serviceable tools for inmate work projects?			
4.2.20.3. A public address system (as required)?			
4.2.20.4. Sufficient recreational equipment and day room equipment such as TVs and/or radios?			
4.2.20.5. Religious supplies and literature as provided or approved by the installation chaplain?			
5. ADMINISTRATION AND MANAGEMENT			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Do all new inmates receive a physical examination by medical personnel within 24 hours after entry into confinement or next duty day for processing on weekends or holidays. (para 5.3.1.)			
5.1.2. When an inmate with a FD Form 249, Arrest and Institution Card, on file escapes, are two originals of the FBI Form I-12, Flash/Cancellation Notice, completed and one mailed to the FBI CJIS Division with the other filed in the corrections treatment file? (para 5.3.4.2.)			
5.1.3. Does corrections officers and NCOs consult with medical personnel for the care and management of confined pregnant inmates? (para 5.4.2.)			

5.1.4. Are arrangements for placement for any child born while the mother is in custody made as soon as possible after the pregnancy is known, but no later than the 7th month of pregnancy? (para 5.4.2.1.)			
5.1.5. Are facility personnel aware that other than offering the services of a counselor, medical officer or a chaplain, no other attempt to influence the inmate's desires regarding abortion is to be made? (para 5.4.3.)			
5.1.6. Following an abortion at a civilian medical facility, is the inmate examined by a military or government employed contracted physician to determine the need for additional treatment and follow-up care? (para 5.4.3.2.)			
5.1.7. Does the corrections staff establish a Correctional Treatment File (CTF) for each inmate during initial in processing? (para 5.5.)			
5.1.8. Does the corrections officer, or NCOIC classify inmates as pre-trial, post-trial, or casual, and assign a custody grade to all inmates? (para 5.6.)			
5.1.9. Does the corrections officer or designated corrections staff member compute sentence and Good Conduct Time (GCT) according to DODI 1325.7, Administration of Military Correctional Facilities and Clemency and Parole Authority and AFJI 31-215, Military Sentences to Confinement? (para 5.7.)			
5.1.10. Are inmates placed in Administrative Segregation as a minimum for the first 24 hours upon arrival into the facility? (para 5.8.1)			
5.1.11. Does the corrections facility commander, or designee, formally advise the inmate of any decision to continue administrative segregation beyond the 72-hour period? (para 5.8.1.)			
5.1.12. Are personnel in administrative segregation afforded the same cell furnishings, unless the corrections officer or designee, determine the temporary removal of such articles is necessary to prevent injury or property damage? (para 5.8.1.1.)			
5.1.13. Are facilities designated for housing female inmates modified as required to provide for separate living and personal hygiene areas? <i>NOTE:</i> Female and male living and hygiene areas must be separated by both sight and sound. (para 5.8.1.3.)			
5.1.14. Are maximum custody inmates segregated from all other inmates? (para 5.8.1.5.)			
5.1.15. Are adjudged inmates who have been sentenced to death segregated from the remainder of the inmate population at all times? (para 5.8.4.)			
5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Are all corrections staff members proficient in processing new inmates IAW para 5.3.? (para 5.3.)			
5.2.2. Upon a inmate's initial entry into the corrections facility, does the corrections officer or designated corrections staff member screen the inmate's medical records for mental health consultation entries? (para 5.3.1.1.)			

5.2.3. As part of processing a new inmate into the facility, are two originals of the Federal Bureau of Investigation (FBI) FD Form 249, Arrest Institution Card completed and is the inmate's photograph attached to the form? (para 5.3.4.)			
5.2.4. Is one of the FBI FD Form 249s mailed to the FBI and the second maintained in the correctional treatment file? (para 5.3.4.)			
5.2.5. Upon recapture of an escaped inmate on whom a FD Form 249 was completed, is another set of FBI Form I-12 completed and one mailed to the FBI CJIS Division while the other is filed in the corrections treatment file? (para 5.3.4.2.)			
5.2.6. When a inmate with a DJFD 249 on file dies, is the FBI CJIS Division notified immediately by a letter that includes postmortem fingerprints? (para 5.3.4.3.)			
5.2.7. Is all the inmates information recorded on the SF Blotter including date/time of confinement, name, rank, organization, and home station of the new inmate? (para 5.3.9.)			
5.2.8. Does the corrections staff notify the installation commander, within 24 hours, of an inmate's entry into confinement? (para 5.3.10.)			
5.2.9. Does the corrections staff use DD Form 506, Daily Strength Record of Prisoners, to report entries into confinement when there are changes in custody, status change, releases, gains, losses, transfers or death? (para 5.4.)			
5.2.10. Do corrections personnel assist the mother of a child, born while the mother is in custody, in making arrangements with legal and family support services? (para 5.4.2.1.)			
5.2.11. Are inmates who are considering elective abortion permitted to discuss the matter with a medical officer or nurse practitioner and, if desired, with a chaplain or other counselor? (para 5.4.3.)			
5.2.12. If an inmate desires to seek an abortion, is she required to submit a written request? (para 5.4.3.2.)			
5.2.13. When inmates complete a sentence of confinement and return to their unit of assignment, is the CTF transferred to the unit of assignment? (para 5.5.1.)			
5.2.14. When a inmate is temporarily transferred to another facility, is the CTF transferred with the inmate, while ensuring the inmate is not allowed access to the CTF, and the CTF returns when the inmate returns to the base of assignment? (para 5.5.2.)			
5.2.15. When a inmate is transferred to a new facility, is the CTF transferred with the inmate, with the losing facility keeping copies of documents closing the Personal Deposit Fund (PDF), a copy of the transmittal letter listing all transferred items, and a copy of the DD Form 2708, Receipt for Inmate or Detained Person? (para 5.5.3.)			
5.2.16. Does the corrections staff assign inmate quarters based on status, rank, sex, and custody grade to determine if continued segregation is necessary? (para 5.8.)			

5.2.17. Does the corrections staff review a new inmate's Administrative Segregation status conducted and a recommendation made to the facility commander within 72 hours of the inmate's arrival? (para 5.8.1.)			
5.2.18. Is the removal of furniture from cells housing administratively segregated personnel reviewed every time a inmate's status is reviewed? (para 5.8.1.1.)			
5.2.19. Are all pre-trial inmates housed in separate cells or sleeping areas from post-trial inmates? (para 5.8.1.2.)			
5.2.20. Are commissioned and warrant officers physically separated from enlisted inmates? (para 5.8.1.4.)			
5.2.21. For hospitalized inmates, does the corrections officer provide the hospital commander a brief history of the inmate's conduct and custody grade? (para 5.10.1.)			
5.2.21. When projecting inmates to go Temporary Duty (TDY) for hospitalization, does the parent installation corrections officer: (para 5.10.2.)			
5.2.21.1. Inform the TDY installation CSF of the projected TDY?			
5.2.21.2. Provides the necessary transfer information?			
5.2.21.3. Establish the inmate's custody grade with the TDY installation CSF?			
5.2.22 Is video taping and photographing of inmates prohibited except in support of medical documentation, for official identification purposes, or IAW AFI 35-101? (para 5.11.1.)			
5.2.23 Is photographing of the corrections facility prohibited unless authorized by the confinement officer or as an exception to policy when the stated purpose justifies such action? (para 5.11.2.)			
5.2.24 If photography of the confinement facility is permitted, are the following areas excluded from being photographed? (para 5.11.2.)			
5.2.24.1. Areas where detailing fences, restraining walls, bars, locks, and other restraining devices are located?			
5.2.24.2. Scenes including inmates who are identifiable?			
5.2.24.3. Scenes depicting inmates under custodial control?			
5.2.24.4. Use of restraining devices?			
5.2.25. Are face-to-face and telephonic communication (interviews) between military inmates and members of the news media coordinated with public affairs and security forces personnel? (para 5.11.3.)			
5.2.26. Are procedures followed for release from confinement as stated in AFI 31-205, para 5.14?			
6. ALLOWANCES AND SERVICES			

6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Does the corrections officer or NCOIC ensure inmates get health and comfort items IAW para 6.1.? (para 6.1)			
6.1.2. Does the corrections staff inspect incoming and outgoing mail, to intercept contraband and to control mail which violates postal regulations, contains obscenities, or communicated threats? (para 6.3.2.)			
6.1.3. Are privileged communications outlined in paragraph 6.3.2.1. exempted from rejections or censorship: (para 6.3.2.1)			
6.1.4. Is access by the public to the correctional facility limited to authorized tours and visits? (para 6.4.)			
6.1.5. Have instructions been implemented to secure all visitors hand carried items during their visit? (para 6.4.3.)			
6.1.6. Does the corrections officer or NCO determine if an inmate will be authorized contact or non-contact visitation? (para 6.4.4.)			
6.1.7. Is physical contact between visitors and inmates limited to a short embrace at the beginning and termination of the visit? (para 6.4.4.)			
6.1.8. Do maximum and medium in-custody visits take place in a secure area within the correction facility? (para 6.4.5.)			
6.1.9. Do corrections staff members search inmates before and after visits? (para 6.4.5.1.)			
6.1.10. Do inmates receive the same food service as active duty personnel? (para 6.5.5.)			
6.2. NON-CRITICAL ITEMS:	YES	NO	N/A
6.2.1. Does the corrections officer ensure inmates are aware of what articles they may receive through the mail and that they must notify all authorized correspondents of the authorized articles? (para 6.3.2.)			
6.2.2. Does the corrections staff store unauthorized items received in the mail with the inmate's personal property and issue the inmate a receipt for such items? (para 6.3.2.)			
6.2.3. Is DD Form 499, Prisoner's Mail and Correspondence Record, used to control authorized correspondence? (para 6.1.2.1.)			
6.2.4. Except for IG complaints, do inmate's submit complaints or requests using a DD Form 510, Request for Interview, through the corrections officer or NCOIC, to the person or agency to which the complaints are submitted? (para 6.3.3.)			
6.2.5. Has the corrections officer established visiting days and times locally? (para 6.4.1.)			
6.2.6. Are visiting rooms or areas inspected for contraband before and after each visiting period? (par 6.4.5.1.)			
6.2.7. Do visitors request advance approval form the corrections officer to visit a inmate on prescribed visiting days? (para 6.4.5.4.)			

6.2.8. Is a Security Forces Desk Blotter entry made when inmates refuse meals? (para 6.5.5.2.)			
6.2.9. Does the corrections officer, or NCOIC provide laundry service to inmates in non-pay status through O&M funds? (para 6.5.6.)			
6.2.10. Does the corrections officer arrange barber and beautician service with the Base Exchange or other contract service and use O&M funds to pay for services inmates who are in non-pay status receive? (para 6.5.7.)			
7. CLOTHING, PERSONAL PROPERTY, AND FUNDS			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. If inmates wear distinctive uniforms, do pre-trial inmates wear different uniforms than post-trail inmates? (para 7.1.)			
7.1.2. Are any markings affixed to distinctive uniforms neither degrading nor of such a nature as to subject the inmate to ridicule? (para 7.1.)			
7.1.3. Are inmate's Personal Deposit Funds (PDFs) balanced each duty day and audited quarterly by a disinterested party unassociated with the PDF? (para 7.3.1.)			
7.2. NON-CRITICAL ITEMS:	YES	NO	N/A
7.2.1. Has parent unit Commander ensured inmates have all required clothing upon entry into confinement? (para 7.1.3.)			
7.2.2. Does the corrections staff inspect and inventory all personal property brought to the facility by the inmate? (para 7.2.)			
7.2.3. Is AF Form 807, Receipt-Inmate's Personal Property, used to document personal property and filed in the corrections treatment file? (para 7.2.)			
7.2.4. Has the installation CSF appointed a primary and alternate Personal Deposit Fund (PDF) custodian by letter and furnished a copy to the servicing bank and Financial Services Office (FSO)? (para 7.3.)			
7.2.5. Is all cash, checks, vouchers, and receipts associated with inmate PDFs secured according to AFI 31-209? (para 7.3.3.)			
7.2.6. Is AF Form 1387, Receipt-Inmate's Personal Deposit Fund, used to receipt for all funds deposited in the PDF? (para 7.3.4.)			
7.2.7. Are inmates provided a copy of the AF Form 1387 as a receipt for funds deposited in the PDF, with a second copy filed with the AF Form 1388, Summary Receipt Voucher for Personal Deposit Fund? (para 7.3.4.)			
7.2.8. Is AF Form 808, Cash Account-Inmate's Personal Deposit Fund, used to chronologically post and balance each inmate's PDF account? (para 7.3.6.)			
7.2.9. Does the PDF account custodian make deposits at least weekly? (para 7.3.7.) <i>NOTE:</i> Deposit receipts for more than \$100 by the next banking day.			
7.2.10. Does the corrections officer or appointee approve withdrawals from the PDF? (para 7.3.8.)			

7.2.11. Does the PDF custodian use the following forms to complete the transactions described? (para 7.3.8.)			
7.2.11.1. DD Form 504, Request for Receipt for Health and Comfort Supplies, to process health and comfort purchase requests?			
7.2.11.2. AF Form 1390, Withdrawal Request-Inmate's Personal Deposit Fund, to make purchase requests or forward money?			
7.2.11.3. AF Form 1391, Group Purchase Voucher-Inmate's Personal Deposit Fund, for requests involving more than 1 inmate?			
7.2.11.4. AF Form 1392, Summary Disbursement Voucher-Inmate's Personal Deposit Fund, to list all checks drawn from the PDF?			
7.2.11.5. AF Form 1393, Petty Cash Voucher-Inmate's Personal Deposit Fund, for locally authorized expenditures of \$50 or less?			
7.2.12. Is AF Form 1398, Daily Status-Inmate's Personal Deposit Fund, used to record the daily balance of the PDF? (para 7.3.10.)			
8. CONTROL OF INMATES			
8.1. CRITICAL ITEMS:	YES	NO	N/A
8.1.1. Are inmate roll calls conducted at a minimum at shift change, during sleeping hours (irregular checks, during work hours or when inmates are away from the facility (by telephone or in person) to ensure accountability on a 24-hour basis? (para 8.1.1.)			
8.1.2. When off the installation, are vehicle operators prohibited from being used as inmate escorts? (para 8.2.)			
8.1.3. Do two personnel escort maximum custody inmates, at least one of which is an armed security force member and are approved restraining devices used? (para 8.2.2.)			
8.1.4. Do local instructions specify what items an inmate can have in his or her possession? (para 8.3.)			
8.1.5. Does the corrections staff prohibit inmates from having items which threaten the safety or security of the facility, staff, and inmate population; or are prohibited by law or directives? (para 8.3.)			
8.1.6. Are weapons (firearm, club, and baton) or Ortho-Chlorobenzylidene Malonitrile (CS) gas, to include Oleoresin Capsicum (OC) pepper spray only allowed into the facility in emergency situations? (para 8.6.2.)			
8.1.7. Are all escapes and major disorders formally investigated? (para 8.7.5.)			
8.1.9. Are suicide watch cells cleared of any items an inmate can use to self-inflict injury? (para 8.10.1.)			

8.1.10. Do corrections staff members conduct frequent (not to exceed 15 minute) suicide watch cell checks? (para 8.10.2.)			
8.1.11. Does only staff members of the same sex as the inmate's conduct frequent checks in the case of these inmates, since they may be unclothed? (para 8.10.3.)			
8.2. NON-CRITICAL ITEM:	YES	NO	N/A
8.2.1. When mixing custody grades for escort, is the most restrictive escort procedure used according to classification? (para 8.2.1.)			
8.2.2. Does the corrections staff brief escorts on inmate security responsibilities prior to departing the corrections facility? (para 8.2.7.)			
8.2.3. Does inmate escort training emphasize the following areas? (para 8.2.7.)			
8.2.3.1. Responsibilities for the safety and welfare of the inmate and the public?			
8.2.3.2. The inmate's custody grades and any special instructions such as controlling and administering prescribed medication?			
8.2.3.3. Detailed instructions for unplanned or emergency situations such as: unexpected or overnight delays during transfer, escape or attempted escape, and medical emergencies?			
8.2.3.4. Instructions relating to the mode of transportation and planning itinerary (i.e., commercial or military aircraft requirements (transfers), and government vehicles)?			
8.2.3.5. How and when to use restraining devices and reporting instructions at the final destination (if any)?			
8.2.3.6. Disposition of the inmate's property (in case of transfer)?			
8.2.4. Do corrections personnel train escorts on the use of restraining devices and escape prevention measures? (para 8.2.9.)			
8.2.5. Are simple searches conducted on inmates anytime they leave or return to the facility, and before and after visits to check for contraband or weapons? (para 8.4.1.)			
8.2.6. Are complete searches conducted as part of inmate in-processing? (para 8.4.2.)			
8.2.7. Are searches of the area and facility for contraband conducted at irregular intervals? (para 8.4.3.)			
8.2.8. Have emergency plans, which focus on the control and safety of inmates, been developed for the facility which encompass, as a minimum, apprehension of escapees; fire prevention and protection; response to riots, disorders, power failures, hostage situations, bomb threats, natural disasters, and medical emergencies? (para 8.5.)			

8.2.9. Are emergency plans posted within the facility and are supporting check-lists, special instructions, and other appropriate documentation available at the facility, LE Desk, or other location designated by the installation CSF? (para 8.5.1.)			
8.2.10. Have all personnel assigned to the corrections facility or responsible for the inmate population been trained in implementing the emergency plans? (para 8.5.2.)			
8.2.11. If a inmate escapes, fails to return, or when a inmate's parole has been suspended or revoked, does the corrections staff immediately prepare and distribute pursuant to the provisions of AFI 36-2911, DD Form 553, Deserter/Absentee Wanted by the Armed Forces? (para 8.7.2.)			
8.2.12. In the event of a inmate escape, does the corrections officer: (para 8.7.2.) 8.2.12.1. Notify the MACOM/SF? 8.2.12.2. Initiate OPREP-3 procedures as stated in AFI31-205, para 3.5.? 8.2.12.3. Use AF Form 807 to inventory the escaped inmate's property and personal effects as soon as possible after escape? 8.2.12.4. Are escaped inmates who are not captured within 90 days dropped from confinement accountability rolls/, and is the CTF retained at the facility?			
8.2.13. Within 30 days of an escape, does the corrections officer/NCO prepare a lessons learned report and forward the report to HQ AFSFC/SFC through their MAJCOM? (para 8.7.2.5.)			
8.2.14. Once an escapee is returned to military control, do medical personnel examine him or her for sign of communicable or contagious diseases, HIV, pregnancy and complete drug testing within 24 hours? (para 8.7.6.)			
8.2.15. Does the corrections staff document facility rule violations and behavior problems on DD form 2714, Inmate Disciplinary Report? (para 8.8.3.3.)			
8.1.16. Are appeals submitted to the SJA within 3 working days of acknowledgement of receipt of action? (para 8.8.4.2.)			
8.2.17. Does the corrections officer or appointee advise an inmate, in writing, at least 24 hours in advance of a Discipline and Adjustment Board? (para 8.8.1.2.2.)			
8.2.18. Does the corrections officer use segregation to prevent injury, maintain health, or discipline standards? (para 8.9.)			
8.2.19. Within 24 hours of an inmate's entry into segregation, does the corrections officer review the circumstances behind the segregation and the need for further segregation? (para 8.9.1.)			
8.2.20. Do medical personnel evaluate each inmate entered into segregation and at least every 72 hours thereafter? (para 8.9.2.)			

8.2.21. Does the corrections staff record medical staff evaluations on a DD Form 509, Inspection Record of Prisoners in Segregation? (para 8.10.)			
8.2.22. Have procedures been developed to insure the safety of suicidal inmates? (para 8.10.)			
9. INMATE TRANSFERS			
9.1. CRITICAL ITEMS:	YES	NO	N/A
9.1.1. Are preventive measures taken to protect escorts from blood born pathogens? (para 9.9.5.)			
9.1.2. Does the corrections officer adhere to the following when transporting inmates aboard military aircraft? (para 9.5.)			
9.1.2.1. Separate maximum custody from other custody grade inmates?			
9.1.2.2. Provide passenger terminal personnel with a passenger manifest at least 24 hours prior to transport?			
9.1.2.3. Brief escorts on their responsibilities?			
9.1.2.4. Perform complete searches of inmates and luggage prior to leaving the corrections facility?			
9.1.2.5. Escorts hand-carry hazardous material (matches, lighters, etc.) and administer prescribed inmate medication?			
9.1.2.6. Maximum custody escorts may carry weapons/munitions on the aircraft as approved by the aircraft commander?			
9.1.2.7. Escorts carry one set of handcuffs per inmate?			
9.1.3. When transporting inmates aboard military aircraft, are maximum and psychotic inmates provided two escorts, at least one an armed security forces member, and are approved restraining devices used during the movement? (para 9.5.8.)			
9.1.4. When transporting inmates via commercial aircraft, are the following requirements adhered to for escorting inmates? (para 9.6.)			
9.1.4.1. When making travel arrangements, does the corrections officer or assigned escorts find out if the airline has requirements for escorting inmates that are additional to those listed below? If so, they supersede all others. (para 9.6.1.)			
9.1.4.1.1 Does the losing corrections officer notify the appropriate airline representative and identify the inmate and escort(s) at least 1 hour prior to departure? (para 9.6.2)			
9.1.4.1.2. Does the escort certify the inmate underwent a complete search? (para 9.6.3.)			
9.1.4.1.3. Do the escorts have restraining devices available? (para 9.6.4.)			

9.1.4.1.4 Do escorts/inmates board prior to all other passengers? (para 9.6.5.)			
9.1.4.1.5. Do escorts/inmates sit together, with the escort between the inmate and the aisle? (para 9.6.6.)			
9.1.4.1.6. Do escorts account for utensils? (para 9.6.7.)			
9.1.5. When transporting inmates via ground transportation, are the following requirements adhered to, in addition to the requirements for movement aboard military aircraft: (para 9.7.)			
9.1.5.1. Only government or government rented vehicles are used?			
9.1.5.2. Escorts do not operate the vehicle?			
9.1.5.3. The inmate is never restrained to the vehicle?			
9.1.5.4. Stops are limited to those needed for rest, fuel, and emergencies?			
9.2. NON-CRITICAL ITEMS:	YES	NO	N/A
9.2.1. Does the corrections officer ensure unit escorts are trained and that at least one escort is of the same sex as the inmate? (para 9.8.)			
9.2.2. Does the inmate(s), their commanders, or appointed representatives and corrections officers attend the Pre-transfer conference to explain the purpose of the transfer and resolve the disposition of property and funds? (para 9.2.)			
9.2.3. Are transfer request messages sent to HQ AFSFC/SFC via Defense Message System, with copies sent to the inmate's unit, SJA, CA, and MAJCOM/SF? (para 9.3.2.)			
9.2.4. Does the corrections officer brief escorts on: (para 9.8.1. through 9.8.7.)			
9.2.4.1. The mode of transportation and security requirements based on the inmate's custody grade?			
9.2.4.2. Procedures and arrangements for delays or stopovers and delivery, procedures for inmate illness, escape, or injury, and procedures for uncontrollable or unstable inmates?			
9.2.4.3. Inmate clothing and equipment requirements and receipt of inmate's property?			
9.2.4.4. Expected escort performance and conduct, and need for compliance with Air force appearance standards?			
9.2.4.5. Receipt requirements for medically transferred inmates?			
9.2.4.6. Need for several blank DD Forms 629, Receipt for Prisoner or Detained Person, and its use?			

9.2.4.7. Escort responsibilities as outlined in AFI 31-205, para 9.5.?			
9.2.5. Are all inmates escorted regardless of status or rank? (para 9.9.)			
9.2.6. When the corrections officer determines the inmate to be maximum custody or the commercial airline requires law enforcement escort, do security forces conduct the escort and the parent unit provide the funding? (para 9.9.)			
9.2.7. Are escorts assigned using the following criteria: (para 9.9.1. through 9.9.3.)			
9.2.7.1. At least a NCO and equal to or higher in rank to the inmate? EXCEPTION: Security Forces in the grade of E-4 or higher may escort any inmate regardless of the rank of the inmate.			
9.2.7.2. Not someone who may sympathize with the inmate?			
9.2.7.3. The same sex as the inmate, or at least one the same sex as inmate if assigning more than one escort?			
10. PAROLE AND CLEMENCY			
10.1. CRITICAL ITEMS:	YES	NO	N/A
10.1.1. Does the Corrections Officer at Level 1 or Level 1 Regional Corrections Facilities convene a disposition board for eligible inmates and process results to the convening authority after coordination with the installation SJA/ (para 10.3.)			
10.1.2. Does the corrections officer notify the Parole and Clemency Board immediately if a inmate's conduct changes significantly or if there is other relevant information? (para 10.11)			
10.1.3. Does the corrections officer ignore GCT and EGCT when computing eligibility for parole? (para 10.12.6.)			
10.1.4. Does the corrections officer release inmates with approved parole on the date specified on the DD Form 2716-1, Department of Defense Certificate of Parole, or as soon thereafter as is acceptable by the US Probation Office concerned? (para 10.18.)			
10.2. NON-CRITICAL ITEMS:	YES	NO	N/A
10.2.1. Does the corrections officer promptly notify inmates of the decision by a Clemency and Parole Board? (para 10.11.)			
10.2.2. Does the corrections officer promptly notify the Parole and Clemency Board if a inmates release date is delayed for cause? (para 10.18.)			
10.2.3. Upon receipt of parole approval does the corrections staff contact the servicing MPF of the inmate concerned and provide then a copy of the letter approving parole? (para 10.18.9.)			
10.2.4. Upon release on parole, does the corrections officer ensure the original correction records, as well as copies of all documents about the parole approval and subsequent release are forwarded to the USDB Parole Branch? (para 10.18.9.)			

10.2.5. Do inmates who are determined eligible for THP meet the following criteria: (para 10.22.2.)			
10.2.5.1. Were sentenced to at least one year confinement?			
10.2.5.2. Have served a minimum of six months of the sentence?			
10.2.5.3. Are within two years of eligibility for parole?			
10.2.5.4. Have served at least 1/6 of the total sentence, or ten years (whichever comes first), and have more than 90 days remaining upon return?			
10.2.5.5. Be in community or equivalent status, and agree to restrictions the corrections officer deems necessary for security, custody and control?			
10.2.5.6. Possess significant personal funds to defray the cost of round trip transportation?			
10.2.5.7. Reside with members of immediate family while on THP and provide a telephone number to be reached?			
10.2.5.8. Sign an agreement to abide with the THP instructions published by the corrections officer?			
11. REHABILITATION SERVICES AND AF RTDP			
11.1. CRITICAL ITEMS:	YES	NO	N/A
11.1.1. Do all able-bodied inmates participate in correctional treatment programs, work assignments, adult basic education (if needed, and physical training)? (para 11.1.)			
11.1.2. Are all new inmates provided with information concerning the RTDP? (para 11.4.2.4.)			
11.2. NON-CRITICAL ITEMS:	YES	NO	N/A
11.2.1. Has the corrections officer set up local inmate work programs so they are consistent with custody level and civilian employment potential? (para 11.1.1.)			
11.2.2. Are inmates prohibited from participating in the following types of employment? (para 11.1.3.)			
11.2.2.1. Operating a vehicle?			

11.2.2.2. Handling classified material, medical or mental health records, personal or official mail, personal property, funds, or sensitive files?			
11.2.2.3. Working with hazardous materials, such as access to drugs, narcotics, intoxicants, firearms, or munitions?			
11.2.2.4. Providing personal services or working in an authoritative capacity over another individual?			
11.2.2.5. Labor inherently more hazardous than that required of active duty personnel, which violates civilian labor contracts, or under the supervision of a non-DOD foreign national?			
11.2.2.6. Food service, unless in a correction dining facility?			
11.2.2.7. Labor that permits close association with the opposite sex, unless closely supervised?			
11.2.2.8. Labor that may bring financial gain to inmates or the corrections staff, may bring criticism to the US military, or violates Air Force standards of conduct?			
11.2.2.9. Performing work details outside the facility on Sundays and Federal holidays unless the inmate(s) volunteer in writing?			
11.2.3. Do the correctional treatment programs include: (para 11.2.)			
11.2.3.1. Crisis intervention and corrections counseling?			
11.2.3.2. Drug and alcohol counseling?			
11.2.3.3. Self-help groups (such as AA, and NA)			
11.2.3.4. Religious programs (in-facility programs also if possible)?			
11.2.3.5. Pre-release counseling?			
11.2.3.6. Facilities without treatment programs must provide access to crisis intervention, drug/alcohol counseling, and pre-release counseling?			
11.2.3.7. Academic instruction?			
11.2.4. Do inmates receive at least 1 hour of physical training, three times a week? (para 11.3.)			
11.2.5. Are recreational activities such as library, table games, television, and radio available for inmates? (para 11.3.)			